

Figure 8: Sample Team Agreement

Team Agreement

On _____, the _____ project team agreed to the following:
(date) (name of project)

We are working together to design and ultimately build the _____ project.
(name of project)

Our project definition, including the way in which we will measure this project's successfulness, is attached to this agreement.

Our Team's Process

_____ has agreed to be our team leader for the duration of the project.
(name of team leader)

In this role, _____ will perform the following tasks:

- Schedule and notify the team of all meetings.
- Oversee the project schedule and hold team members accountable for their completion of key tasks.
- Ensure that funding sources can be obtained.
- Act as a champion for the project within WSDOT, with the local community, and other funding authorities.
- Ensure that the project team has the outside resources to complete the project on time and within budget.

As a team, we have agreed to the following operating parameters:

- We will meet every (week/month/quarter) throughout the duration of the project.
- We will reach decisions through the following mechanisms (specify voting, consensus, or modified full consensus).
- We will be accountable to each other by performing all tasks accurately and on time, realizing that other team members are depending on our performance in order to make the project successful. We agree that we will develop project elements based on the standards and policy the team has identified.
- We will communicate openly about all aspects of the project, understanding where we have disagreements and working to find mutually-acceptable solutions to those agreements. We agree to act as a team in a spirit of collaboration and with active and open listening.
- We will provide for both timely and accurate submittals and reviews of all work associated with the project in order to ensure that the project can move forward in a reasonable and cost-effective timeframe. When we cannot meet a submittal or review schedule, we will notify other team members of the delay and of the reasons for that delay. We will mutually decide what schedule changes are necessary.
- We will document all decisions and milestones reached on the project, so that if and when those decisions are reviewed by other divisions of the involved agencies, there is consistency in terms of the communications related to the project.

Our Project

We agree to the following related to our project's planning, design, and construction requirements:

- We will not deem the project "successful" until we have met all of the goals and objectives outlined in our project description.
- We will seek to actively engage the public throughout the project, so that we are aware of and incorporate community values, goals, and priorities. We will also clearly communicate how public feedback has influenced project decisions.
- We will work collaboratively to ensure that the project is designed and constructed within the specified budget and timeframe.